



Natural Resources Conservation Service
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May 2, 2008

UTAH BULLETIN NO. UT270-08-01

SUBJECT: IRM – COMPUTER USER SECURITY AGREEMENT

ACTION DUE: MAY 16, 2008

Purpose: Provide information regarding the Computer User Security Agreement and request submission of NRCS-IRM-02.

Expiration Date: September 30, 2008

USDA Departmental Manual (DM) 3545-001 requires that “all employees sign a written certification (Computer User Security Agreement) that they have been trained and made aware of the security rules and regulations after security training has been administered; the employee’s supervisor is to maintain the original copy of the certification and a copy of the certification will be provided to the employee.”

Additionally, the DM states that all USDA partners (i.e. contractors, subcontractors, grantees and cooperators) “must be familiar and comply with the established USDA and Agency security policies and practices, and sign a written certification (user acknowledgement) that they have been trained and made aware of the security rules and regulations.”

The NRCS-IRM-02 Computer User Security Agreement will meet this requirement for employees and partners. While the signed NRCS-IRM-02 is on file for some employees and partners, the overwhelming majority do not have one. As this document has been requested in recent data calls from Headquarters, it is imperative that NRCS Utah is able to meet this requirement.

All NRCS employees and partners must read, understand, sign, and print their name on the attached NRCS-IRM-02. Supervisor’s signatures are required for NRCS employees. For partners, the NRCS office manager’s signature is required (i.e. the ASTC-FO, DC, or Prime Staff). The supervisor/office manager must maintain the original, provide a copy to the employee or partner, and send a copy to Lisa Rice, Information System Security Point of Contact (ISSPOC) in the state office at 125 South State Street, Room 4402, Salt Lake City, Utah 84138-1100. This requirement must be met by May 16, 2008.

The help of NRCS office managers is appreciated in making sure that partner staff meets this requirement.

Contact: Lisa Rice, Information System Security Point of Contact, (801) 524-4558

TODD C. NIELSON
State Administrative Officer

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